

**EYES ONLY**

6 November 1979

NOTE FOR: DDA

VIA:

ADDA

*adm 11/7/79*

FROM:

C/ISS

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1. This note is in response to your request through [ ] that I list the names of three persons with the potential for filling the positions of Chief and Deputy Chief of ISS.

2. Before naming names, I would like to outline some qualifications which I feel would be useful in these jobs. It should be remembered that the Chief's slot is a GS-17 and the Deputy Chief's slot is a GS-16. It should also be remembered that two of our more important objectives over the coming year or so is the absorption into the MI Career Service of registry and records management people throughout the DDA and eventually, perhaps, throughout the Agency. Secondly, we have a number of ADP-related matters on the boards, the most important of which is CARS, the preparation of the functional requirements handbook on automated registries. In addition to the above are our usual tasks of coordinating the Agency's FOIA program and the Agency's systematic classification review program. The Chief, ISS also represents the DDA on the Publications Review Board, the Public Affairs Advisory Group and in other capacities, and represents the Agency in dealing with other Government agencies, such as, Mike Blouin's Information Security Oversight Office and elements of the FBI, State, and DOD.

3. The qualifications which would be helpful to persons filling these jobs would be:

a. Substance — It would be helpful to have some background in law or work experience related to such things as FOIA, classification, etc. If one has no such background, the major elements of substance can be learned in a not too lengthy period through concentrated study.

b. Management — The Chief is Head of the MI Sub-career Group and the Deputy Chief runs the career panels; hence, management experience is valuable. Currently, we are responsible for about [ ] employees and [ ] contractors and, if all goes well, we will

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5. Since the Deputy Chief's job is a GS-16, some of the above could also fill that bill. In addition, I can recommend the following:

a. [ ] - Currently Chief, IPD, he is a bright, articulate, and very capable manager who has considerable familiarity with the substance of the job. He would be an excellent choice and deserves a shot at a GS-16 slot.

b. [ ] - While I have no first-hand knowledge of his abilities, he enjoys an excellent reputation among those who know what this job is all about, such as [ ]

c. [ ] of course, has many of the traits listed above and could do an excellent job. However, I believe her current job will be more valuable to her in the long run than would a reassignment to ISS.

6. I would be delighted to have the opportunity to discuss this with you.



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absorb a like amount from other offices in the DDA within the next few months. Over a year's time, with expansion into other directorates, the Staff could grow to between [ ] people. The majority of these people will be in the lower grades and, thus, career management problems could be much more difficult to deal with than a typical office.

c. ADP — Because of our involvement in ADP-related activities, it would be helpful to have some background in this field.

d. Representation — Because we deal with numerous components at senior levels both in and outside the Agency, it would be nice if the incumbents had appropriate interpersonal skills. Since we also deal in programs that are not necessarily intelligence production oriented, it is helpful to be able to sell what it is we do do and be able to defend our activities.

Not all of these qualities, of course, need be housed in one body. If the Chief and Deputy Chief work well together, it is only necessary that one or the other possess these attributes.

4. Having said all of the above garbage, I now come to names. This area is one of my shortcomings because I am not all that familiar with DDA personnel. Some names though do come to mind quickly. For example, [ ] having been in the Chief's job in a variation or its current form could readily handle the Chief's function, but because of their subsequent positions it would probably be a waste of talent. More rational choices would be:

a. [ ] - He possesses the necessary management background; has, in the short period he has been Deputy Chief, learned substance in depth; and would be an excellent choice.

b. [ ] Having been Chief of ISAS in charge of records management, regulations and classification review, he could easily handle the Chief's job substantively. He has the management background and skills necessary. He is familiar with the substance and is an all-around, well balanced, highly motivated officer. He is only a GS-15, which is a shame. He should have been promoted to GS-16 by now. I have heard it said that [ ] needs more "DDO seasoning" by some who wear MG'er blinders, but I think [ ] has more experience and more capabilities than many MG'ers will ever possess.

In addition to the above, the following also come to mind as possible candidates who would have some familiarity with the substance as well as management experience:

- a. [ ]
- b. [ ]
- c. [ ]
- d. [ ]

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